OFFICE OF GENERALFERENDERAL

	REPORT OF OPERATIONS			
		RECORDS ANAGEMENT ADMINISTRATIVE SERVICE		
TO :	Chief, General Services			
FROM :	Chief, Records Management & Distribution Branch			
SUBJECT:	Weekly Report of Operations for the pell March 1953	eriod ending		
Α.	Personnel On Dut	cy Vacancies In Process		
	Office of Chief Rcds. Mgt. Section Rcds. Center Section Mail Control Section	0 0 25× 4 6 1 1 0 14 5 21		
	1. No. on leave three days or more: Records Mgt. Section- Mail Control Section- Records Center Sec 0			
	2. No. on special detail out of office. Records Mgt. Section- Records Center Section- Mail Control Section- 1	2 . How long?		
	3. Where: One Records Analyst to Jackson Commission. One man in Transportation Division as full time court			
	Records Center -	nd/or reassignment: 0 1 25×		
	5. Specific cases on item 4 not in prev	rious reports.		
	6. New applicants interviewed <u>None</u> . Recruited by this office <u>None</u> .	Recruited by Personnel None.		

, a courier, requested an interview because this office would not give him priority 7. Remarks: with in getting a release for another position.

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B. Administration and Problems:

Records Management & Distribution- FBID has requested assistance in disposing of Field Station records. From a listing of the type of records concerned, it appears that a disposal schedule can be prepared without actual appraisal of the material by a records analyst.

This week a survey of the records in the Office of Operations was begun. Our present understanding is that the scope of the survey will be limited to the preparation of a disposition schedule for the Contact division. This job will be written up and reported on as a project in the future.

The installation of the recommended filing system in Colonel Grogan's officehas been completed. A copy of the instruction material and a covering memo to document the project is being prepared for the Office of the Chief of General Services.

A proposed notice providing for the standardization of letter and legal sized filing equipment has been approved by the Office of P&S, but is being held up by the Office of I&S because of the nomenclatures. Tentative approval of the Office of P&S has been given to the issuance of a notice providing for standardization of file folders and guides.

Two VM microfilming projects were completed this week for the Office of Personnel. The projects were the Overt and Covert Personnel position inventories.

Mail Control Section-

6 March '53 - one courier detailed to NSC 8 hours
11 March '53 - one courier detailed to NSC 2 hrs.
901 16th Street calling this week on the average of three a day for special service.

A total of five names and addresses of prospective couriers has been submitted to ______ of Personnel Procurement.

the following morning. Both agreed that it was not desirable for the courier to be alone on such a trip and that every effort would be made to have someone along. However, they both stated that in some instances, it may be necessary for the courier to go alone.

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		CONFIDENCE		• • •
		Security Information	This Week	Average Week 1st 6 Months
			IIIIB WEEK	IST O MONTHS
1.	Micro	ofilming		
	Ime	ages filmed-Rotary Camera	0	21,300
		Flat-bed Camera	33,826	13,000
2.	Records Center-(all figures in cubic feet)			
	Red	cords received for processing		•
	1	and storage	7.4	•••
		Gerences to record material	58	220
	иес	cords material destroyed	0	envitine.
3.	Supplemental Distribution Center			
	a.	New material for stock:		•
		Information Reports	1,409	549
		Intelligence Reports	45	63
	ъ.	Supplemental Distribution:		
		Information Reports	496	229
		Intelligence Reports	441	160
		Notices	3	54
		Regulations	100	145
		Others	14	14
	c.	Initial Distribution:		
		Notices	5	3. ₿
		Regulations	32	1.8
		Others	1	. •3
4.	Mail	Activities		
	a.	Post Office Mail	,	•
		Incoming	4,314	5,150
		Outgoing	7,957	6 , 550
				0,000
	ъ.	Postage expended	₿ 6 35 .7 1	* 775. 00
	с.	Scheduled Courier trips	230	230
	d.	Special Courier trips	92	33.4
			"The	<i>)</i> / • / •
	e.	Inter-agency mail by Courier		•
		Incoming Outgoing	1,212	770
		outgoing	1,697	1,275
	f.	Personnel actions:		
		Recruitments	2	-
		Separations	0	
	g.	Use of Motor Pool Vehicles		
	-	Available	15	
		Available but delayed	- 3	
		Not Available	3 2	-
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